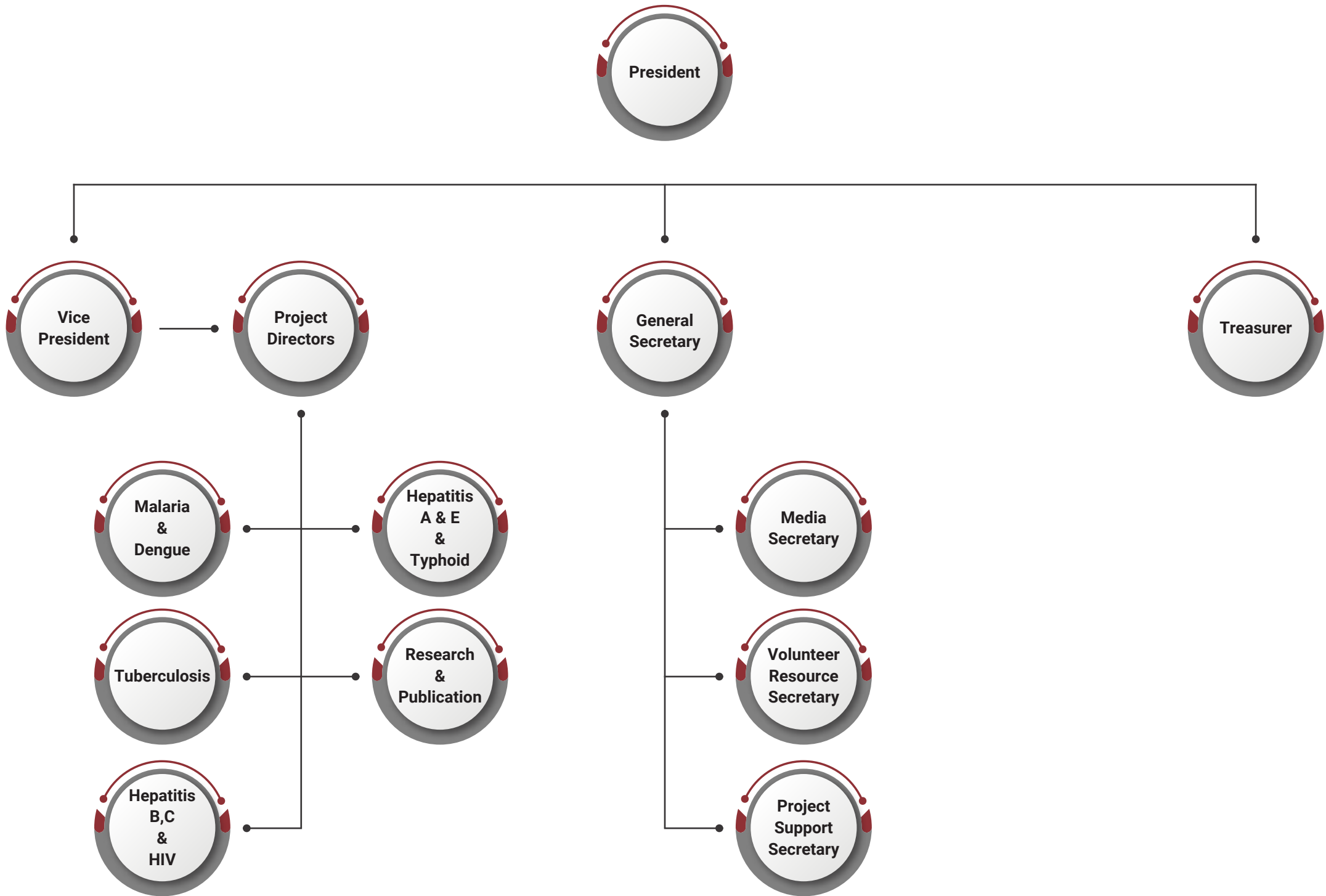


# LOCAL COUNCILS' GUIDELINES 2023





## Executive Body

### Eligibility Criteria

3rd, 4th, and final year student of MBBS/BDS/Allied Health Sciences (4 or 5-year degree program)

3rd or 4th-semester students (biomedical sciences)

The chief organizer or head of an organizing committee of an annual event of VFAHT.

1-2 experience of working in a managerial position in any student/volunteer organization.

Able to give at least 4 hours per week for volunteer work.

Must know how to use basic video conferencing apps in addition to Microsoft Office.

Must not be the President of any other student body or society.

### Post Title

### Roles

### President

- (i) Student head of the local chapter.
- (ii) Ensure execution of annual activity calendar 2021.
- (iii) Approval of project proposals submitted by the local council and forward to staff president for final approval.
- (iv) Submit project proposal and project summary for each local event to national council VFAHT for approval, review, and record. within 03 days of the activity.
- (v) Call monthly meetings of the local council.
- (vi) Preside organizing committee meetings for each local event.

### Vice President

- (i) Will assist the president in the functioning of the local council.
- (ii) Will oversee all project directors in the functioning of the local council.
- (iii) Must organize one local event for that session year.
- (iv) Call monthly progress meetings of project directors.

Project Division	
<b>Project Director Hepatitis B,C and HIV</b>	<ul style="list-style-type: none"> <li>(i) Design and execute a local event.</li> <li>(ii) Submit project proposals to the local council president for review and approval.</li> </ul>
<b>Project Director Malaria and Dengue</b>	<ul style="list-style-type: none"> <li>(iii) Must organize one local event for that session year.</li> <li>(iv) Ensure the participation of all team members.</li> </ul>
<b>Project Director Tuberculosis</b>	<ul style="list-style-type: none"> <li>(v) Call a monthly meeting of the team.</li> <li>(vi) Evaluate the performance of the team.</li> </ul>
<b>Project Director Hepatitis A,E and Typhoid</b>	<ul style="list-style-type: none"> <li>(vii) Report to vice president.</li> </ul>
<b>Project Director Research and Publications</b>	<ul style="list-style-type: none"> <li>(i) Conduct original research studies in teaching hospitals.</li> <li>(ii) Review opinion articles on health-related topics submitted by the council members for volunteers' diaries.</li> <li>(iii) Prepare and review content to be used by other project divisions from authentic sources.</li> </ul>

Secretarial Division	
<b>Volunteer Resource Secretary</b>	<ul style="list-style-type: none"> <li>(i) Maintain the record of the availability of volunteers in the council <b>in an excel sheet.</b></li> <li>(ii) Is responsible for providing required volunteer resources in all events.</li> <li>(iii) Keep the attendance record of all volunteers in the event.</li> </ul>
<b>Project Support Secretary</b>	<ul style="list-style-type: none"> <li>(i) Assist in organizing a local event (specific to one project division).</li> <li>(ii) Provide support to all project directors in planning an event.</li> <li>(iii) Keep the record of all official documents in provided online drive.</li> <li>(iv) Prepare monthly event report and submit to the general secretary.</li> </ul>
<b>Media Secretary</b>	<ul style="list-style-type: none"> <li>(i) Handle social media outlets of local council Facebook pages, Instagram.</li> <li>(ii) Manage to cover local and national events through photography and videography team members.</li> <li>(iii) Upload and share awareness content on all social media platforms of the local council.</li> </ul>

## Recruitment & Membership Fee Structure 2023

Sr.	VFAHT Positions	Number of Positions	Membership Fee (PKR)
1.	National Council	15	1,000
2.	Local Council Executives	15	500
3.	Local Council Associates	10	250
4.	General Volunteers	-	100

\* The funds generated from the annual membership shall be utilized in covering the monetary costs of the Public Awareness Campaigns to be carried out by VFAHT throughout the year. This shall ensure the sustainability of the program.

The duration of the membership shall be valid for 01 year only

### Membership package will include

Organization's cap | Membership card/certificate | Announcement posters for National Council and Local Council Presidents | Subscription to Quarterly Newsletter

### Bank Account Details

Account Title | INFECTION PREVENTION AND CONTROL FOUNDATION

Bank Title | MCB Islamic Bank

IBAN Number | PK66MCIB1631004005030004

### Note:

The LC Presidents are to collect the registration fee from the general volunteers and maintain an excel sheet with their details. After collection, the LC President of every council is to deposit the collected amount in the aforementioned account.

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